



CANTONMENT BOARD JABALPUR
MINISTRY OF DEFENCE
REQUIREMENT OF SAFAIWALA
CANTONMENT BOARD, JABALPUR

Apply online at <http://canttboardjabalpur.org.in>

1. IMPORTANT DATES:

On-line Registration of Applications Opening Date and Time	25-08-2018 at 00:00 Hrs
Last Date for Registration Closing Date and Time	13-09-2018 at 17:00 Hrs

UR: Unreserved, **OBC:** Other Backward Classes, **SC:** Scheduled Caste, **ST:** Scheduled Tribe, **PH:** Physically handicapped

The numbers of vacancies may increase/ decrease.

2. POSTS, PAY SCALE, ELIGIBILITY CRITERIA & QUALIFICATION:

S.No.	Name of Post	No. of Post	Essential Qualifications	Pay Scale
1	Safaiwala	31 (10 ST, 05 OBC, 16 UR) *PWD-03 (01 VH, 01 HH & 01 OH) Including 20 posts which is published in Employment News dated 3-9 September 2016	8 th Standard Pass	4440-7440+ 1300 Grade Pay (Pre Revised)

Note- Those candidates who have applied earlier in response to the post of Safaiwala which is published in Employment News dated 3-9 September 2016, need not to be applied fresh. List of selected/rejected forms received earlier is available on Cantonment Board Website. Rejected candidates need to apply afresh along with prescribed fees in compliance of this publication.

❖ Candidate must be a citizen of India.

3. AGE :

Categories of Vacancy	Age as On Closing Date of Application i.e. 13-09-2018
UR	25 years
OBC	25 Years + 3 years
SC	25 Years + 5 years
ST	25 Years + 5 years

Age Relaxation in addition to above mentioned upper age limits: Physically Handicapped	25+10 years
Ex-Servicemen	A. UR : 03 years after deduction of the military service rendered from the actual age on the date of reckoning. B. OBC : 06 years after deduction of the military service rendered from the actual age on the date of reckoning. C. SC/ST : 08 years after deduction of the military service rendered from the actual age on the date of reckoning.
Departmental candidates with three years continuous service in Cantonment Board, Jabalpur.	Up to 40 year.

- **No age relaxation is allowed to SC/ST/OBC candidates applying against unreserved vacancies.**

NOTE:-

Candidates who wish to be considered against vacancies reserved/or seek age-relaxation **must submit requisite certificate** from the competent authority. Otherwise, their claim for SC/ST/OBC status will not be entertained and their candidature/applications will be rejected.

For Ex-Serviceman: Only those candidates shall be treated as Ex-Serviceman who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/ Estt(SCT) dated 27th October, 1986 as amended from time to time.

Reservation for Persons with Disability (PWD):- Vacancies are reserved for Disabled (Physically Challenged) Persons under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) as per government guidelines. Only such persons would be eligible for reservation in services/ posts who suffer from not less than 40% of relevant disability. A person who wants to avail the benefit of reservation will have to submit a Disability Certificate issued by Medical Board duly constituted by Central or State Government.

5. APPLICATION FEE (NON-REFUNDABLE):

Rs. 100/- for Safaiwala through bank Remittance only in favour of CEO, Canttt Board, Jabalpur , However no fee will be charged for SC/ST and Physically Handicapped (PH) candidates. Online application form will guide you to generate the Challan from website, which you have to deposit in any bank branch.

6. SELECTION PROCEDURE

a. SELECTION PROCEDURE:

*Selection will be made strictly on the merit of **WRITTEN EXAMINATION and SKILL Test, wherever applicable.***

There will be no Interview/Personality Tests. A provisional list of successful candidates will be published. Mention of the name in this list does not entitle the candidate to claim employment. Request for postponement of the examination and change of center/venue will not be entertained under any circumstance.

Based on the performance of candidates in the written examination, candidates equal to number of vacancies shall be called for document verification. The candidates are advised necessarily to submit their documents on the day of examination for pre-verification. During document verification, the candidates will have to produce their original certificates. No additional time will be given and the candidature of the candidates not producing their original certificates on the date of verification is liable to be rejected.

The appointment of selected candidates is subject to his/her passing requisite Medical Fitness Test to be conducted by the Cantonment Board, Jabalpur in Motilal Nehru Cantt. General Hospital, Jabalpur.

OTHER INFORMATION

Post-wise provisional select list of the candidates will be made in order of merit in each category separately.

Provided that SC, ST and OBC who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against reserved vacancies. Such SC, ST and OBC will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs and OBCs candidates which will, thus, comprise of SC, ST and OBC candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment by relaxed standard.

No travelling or other expenses will be paid by CBJ for attending the written test.

RESOLUTION OF TIE CASES

If there is a tie in the total marks

a) The candidate older in age gets preference.

b) If the tie still persists, it is finally resolved by referring to the alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the alphabetical order gets preference.

7. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

IMPERSONATION/SUPPRESSION OF FACTS/WARNING:

Furnishing of any false information to the CBJ or deliberate suppression of any information at any stage or resorting to impersonation and other acts of misconduct will render the candidate disqualified and debarred from appearing at any selection or examination for appointment to Cantonment Board, Jabalpur. If appointed, the service of such candidate is liable to be terminated. This is apart from any other action that may be considered necessary.

No Candidate should attempt impersonation or take the help of any impersonator at any stage of the selection process. Otherwise the candidates will be debarred for lifetime from appearing in all CBJ examinations as well as debarred from any appointment in Cantonment Board, Jabalpur. In addition, legal action will be taken against the candidate.

Any material suppression of facts or submitting forge certificate/caste certificate by a candidate for securing eligibility and/or obtaining privileges in the examination shall lead to rejection of his/her candidature for the particular recruitment for which he/she has applied

- Any candidate found using unfair means in the examination or sending someone else in his/her place to appear in the examination will be debarred from appearing in all the examinations of the CBJ for lifetime. He/she will also be debarred from getting any appointment in Cantonment Board, Jabalpur. Such candidates are liable to be prosecuted by lodging FIR.
- The Decision of CBJ shall be final and binding.

GENERAL CONDITIONS:

The candidates applying for the examination should **ensure that they fulfill all the eligibility conditions** for admission to the examination. Their admission at all the stages of examination will be **purely provisional**, subject to their satisfying the prescribed eligibility conditions. If, on verification of document, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, **their candidature for the examination will be cancelled by CBJ.**

Candidates can apply for more than one post provided they possess required qualification for the post.

The Centers allotted by CBJ will be final and binding.

Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers/Electronic watches/ calculators/Bluetooth to the venue of the examination. Arrangement for safe-keeping cannot be assured.

Candidates are advised not to bring any valuable/costly items to the Examination Halls, as safe-keeping of the same cannot be assured. CBJ will not be responsible for any loss in this regard. Candidates should note that only the Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will be accepted by CBJ for determining the age and no subsequent request for its change will be considered or granted.

CBJ also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all. In the event of cancellation of notified vacancies, the examination fee paid by the candidates will not be refunded.

No change of Centre of Examination will be allowed under any circumstances.

CBJ **reserves** the right to cancel any Centre/venue and ask the candidates of that centre to appear from **another** center/venue. CBJ also reserves the right to **divert** candidates of any center/venue to some other Centre/venue to take the examination.

The decision of CBJ in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers, selection and allotment will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

Dates of all examinations and results will be given in the website canttboardjabalpur.org.in. Any corrigendum to this Advertisement will be published in the above website.

The candidates whose applications are rejected are also displayed in the website canttboardjabalpur.org.in along with the cause of rejection. The details of eligible as well as ineligible candidates for a particular post will also put on the website canttboardjabalpur.org.in, prior to the written examination for that post. CBJ will not be responsible for any failure on part of candidates to download Call letters. CBJ will not intimate candidates who are not selected in written examination or any other test.

Selection in this examination by CBJ does not confer upon candidates any right of appointment in Cantonment Board, Jabalpur.

Any subsequent changes in the terms and conditions of this Employment Notice as per extant rules will stand good. CBJ reserve the right to consider/incorporate any subsequent changes/modifications/additions in the terms & conditions to recruitment under this Employment Notice necessitated and applicable.

Any dispute in regard to this recruitment will be settled in courts/tribunals at Jabalpur.

MOBILES AND OTHER ELECTRONIC GADGETS ARE BANNED WITHIN THE PREMISES OF THE EXAMINATION CENTRES. CANDIDATURE OF CANDIDATES IN POSSESSION OF SUCH GADGETS WILL BE CANCELLED FORTHWITH. CBJ CONSIDERS SUCH POSSESSION AS ADOPTING UNFAIR MEANS.

CBJ is not responsible for any inadvertent error. In the event of any dispute about interpretation, the English version will be treated as final.

WARNING: Beware of Touts and job racketeers trying to deceive you by false promises of securing job in Cantonment Board either through influence or by use of unfair and unethical means. CBJ has not appointed any agent(s) or coaching center(s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Please beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence CBJ directly or indirectly shall be disqualified straightaway and legal action can be initiated against them.

9. HOW TO APPLY

No manual applications would be entertained.

The online application shall be at <http://cantboardjabalpur.org.in> . The link will remain active from 00:00 hrs on 25/08/2018 to 17:00 Hrs on 15-06-2018.

It will be easy for candidate if he/she can carry scanned copy of his/her recent passport photo and signature for on-line submission in the template given.

Before filling the online application the candidate should make sure that he/she has the following details in hand readily available :-

- 1. A valid email address. An email address once registered will not be allowed to be altered.*
- 2. A valid mobile number.*

Please note that there is no edit option available at any stage of application process. Candidates have to complete step 1 and step 2 in one attempt only. Candidates are advised to carefully check their data filled before submitting and upload photo and signature in one attempt. Filling of incorrect/erred data will lead to disqualification.

The candidates are required to follow the steps are described as under:-

- A) Step 1 of 5:- Basic details. **This step is applicable to all candidates.**


a) Basic Details:

a.1) Enter Valid Email address.

a.2) Enter Full Name. (Please don't use Mr./Ms./Mrs/Shri/Smt./Ku. etc before name).

- a.3) Enter Father's/Husband's Name. (Please don't use Mr./Shri before name).
- a.4) Enter Mother's Name. (Please don't use Mrs./Smt. before name).
- a.5) Date of Birth. Please enter your date of birth in dd-mm-yyyy format. (e.g. 01/01/2016)
- a.6) Gender.
- a.7) Category.
- a.8) Physically Challenged.
- a.9) Ex-Service Man
- a.10) Departmental Candidate.

b) Qualification Details:

	<i>Peon</i>
<i>8th / Middle School</i>	

 : Required/must be filed **X**: Not Required

c) Correspondence Details:

- c.1) Permanent address. (Please don't use special characters like {, . - } etc)
- c.2) Correspondence address: (Please don't use special characters like {, . - } etc)
- c.3) Mobile Number:

d) Declaration

- d.1) Please accept this declaration for further processing.

B. Step 2 of 5:- Upload Photo and Signature. This step is applicable to all candidates.

Paste your colour photo and sign in the space provided in the template given at the bottom of this document or download it from the website. Scan in .jpg/.png/.gif/.bmp format and crop it to upload. Your photo must not be older than 3 months and signature must not be Capital letters of your name. Image size should be 30 kb to 100 kb. **(Please see samples of photo and signature)**. Candidates uploading photo with wearing black glasses, cap, tilted face may lead their candidature to be rejected.

Sample images and signature



Note: Please upload your picture and sign in one attempt only.

- C. Step 3 of 5:- Validate and Print Challan. **This step is applicable to all candidates (except Staff Nurse Candidates).**

For SC/ST/PH candidates: Enter your details to validate your fee exemption. After entering your details your application will be locked and you will be directed to take printout of your application form.

For other candidates: Enter your details to generate challan. Print this challan and deposit the fee in any bank.

- D. Step 4 of 5:- Enter Fee Details. **This step is NOT applicable to those candidates who are exempted from fee.**

d.1) Candidates other than SC/ST/PH are required to fill the transaction number/UTR No./ journal no. Given to them by the bank.

d.2) Enter the date of fee deposit in **yyyy-mm-dd** format.

- E. Step 5 of 5:- Print application form. **This step is applicable to all candidates.**

Take the printout of you Online Application Form (OAF) and sign the application form in space provided at the end of application form. *The candidate shall retain this duly completed OAF with himself/herself and must bring this OAF on the day of exam along with one set of documents to prove their eligibility.*

Candidates who will not bring and submit their OAF alongwith one set of photocopy of documents on the day of examination shall not be allow to appear in the examination.

In case candidate is claiming fee exemption, copies of certificates (Self- Attested) supporting the same must be enclosed in the hard copy of application form to be submitted at the day of examination.

***Very Important:** The applicants who are submitting multiple applications should note that only the applications with higher Registration ID shall be entertained by the CBJ and fee paid against one Registration ID shall not be adjusted against any other Registration ID.

In addition, No Objection Certificate from the competent authority, if already employed in Cantonment Board, Jabalpur.

10. REJECTION OF APPLICATION:

Candidates are requested to read all instructions thoroughly before applying online. Otherwise, their applications are likely to be rejected on one or more of the following reasons.

- Incomplete Application
- Fees not remitted when applicable
- Copies of requisite certificates (Self- Attested) for Fee Exemption not enclosed.
- Do not possess the prescribed qualification for the post on date of application.
- Over aged or under aged or Date of Birth not filled or wrongly filled.
- Application without colour photo (or) photo with cap, wearing goggles, disfigured, unrecognizable, or scanned or Xerox copy.
- Candidate's name is figuring in the debarred list.
- Any other irregularities which are considered invalid by CBJ.
- Only a single application will be entertained for one post. Candidature in respect of multiple applications will be rejected outright without any notice to such candidates.

11. INFORMATION & COMPLAINT

Candidate must check the web-site for updates on the examination process. **CBJ will complement on-line application with e-mail alerts through which candidates are provided with the information such as date and time of Examination etc. on their registered Email Id.**

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

PLEASE REFER TO THE WEBSITE (<http://canttboardjabalpur.org.in>) FOR IMPORTANT UPDATES ON THE EXAMINATION.

Photo

Sign